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RETURN TO

RECORDS MANAGEMENT DIVISION

23 August 1956

Chief, Management Staff

Chief, O&N Staff (DD/I and ID/E Area)

Work Report Week Ending 22 August 1956.

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Accomplishments

1. T/O's Completed.

MS-958, Establishment of New Position in Office of Research and Reports for Work in New York Office of Contact Division, OO. [REDACTED]

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ME-961, Reduction of T/O to Ceiling, Office of the DD/E. [REDACTED]

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2. Production Control System, Photo Intelligence Division, ORR. Assistance, consisting primarily of participation in preliminary discussions and providing basic information, was furnished the Photo Intelligence Division in the installation of a Production Control System which is reported to be working very well. [REDACTED]

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Assignments Active This Week

3. Project 5-72, Assistance to ORR in the Development of a Suitable Regulation concerning Cartographic Support Available in CIA. [REDACTED]

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4. MS-855, T/O Adjustment [REDACTED] - reorganization and reduction of T/O to ceiling. [REDACTED]

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5. Project 6-45, OCR Space Study - At request of DD/I an analysis of overcrowding in OCR and appropriate recommendations for improvement. [REDACTED]

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6. MS-935, Reorganization and T/O Revision of Special Register, OCR. [REDACTED]

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7. Project 6-43, Personnel Records Survey, Phase II - Study of State Dept. Systems and Previous Systems Used in DD/P. [REDACTED]

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8. Designation of Field Procurement Officers and procedure for retrieving films loaned to Agency components. [REDACTED]

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9. Project 5-80, Review of Procedures Printing Services Division assistance in implementing recommendations. [REDACTED]

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10. Project 5-1A, Fiscal Division - Assistance in implementing recommendations relating to Payroll Branch. [REDACTED]

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11. Project 6-28, Transfer of Unvouchered Slots Field to Headquarters and Establishment of New Organizational Components, Office of Security. [REDACTED]

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12. MS-886, Reorganization of Identification and Cataloging Branch, Supply Division. [REDACTED]

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13. Project 5-1E, Study of Technical Accounting Staff, Organization, Functions, Staffing, and Procedures. [REDACTED]

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14. Project 6-47, Study of the Use of Unvouchered Funds to Pay Agency Employees. [REDACTED]

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15. ME-951, Transfer of Ceiling from OCR to ME and Reduction of OCR T/O to Ceiling. [REDACTED]

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16. Project 6-19, Study of OTR Clerical Training Program. [REDACTED]

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17. ME-889, Increase of 8 in OTR T/O for Foreign Language Incentive and Development Programs. Memorandum completed on four of the positions and pending study by Chief, Management Staff. [REDACTED]

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Miscellaneous

18. Training. Four hours on-the-job training studying application of unvouchered funds to payroll under general guidance of Mr. Nicholas Reinhardt of Program Analysis Staff, Office of the Comptroller. [REDACTED]

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Training. One hour on-the-job training studying completed projects. [REDACTED]

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[REDACTED]
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